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April 11, 1924.

EXTENSION SERVICE
OFFICE OF COOPERATIVE EXTENSION WORK, WASHINGTON, D. C.

THIS LOOKS GOOD

DETERMINING SPREAD OF INFLUENCE California Solves Annual Report Problem

Prepared by M. C. Wilson.

Extension agents are appreciating as never before the necessity for keeping adequate records of their work. Rapid strides are being made in all parts of the country in establishing in the counties record systems that will really supply the information necessary for efficient conduct of the work and for accurate reports.

A forward step in record keeping deserving of special mention was taken recently by the California home demonstration agents. In order to know the actual accomplishments on a project as measured by the number of homes adopting improved practices, the record blank shown on the back of this sheet was developed.

As indicated, the blank is for the use of the local project leader in listing the homes in the community reached by the project. Opposite each name are shown the demonstrations conducted in the various phases of the project and the particular new practices adopted. The totals of the columns show the number of homes reached by the project that year, and the number of each of the different practices adopted. By writing projects at the head of each column, the project leader may use the same blank to show the total number of different homes in the community reached by the entire local extension program as well as by individual projects.

The blank may be used also as a progressive record of a single line of work or practice over a period of years. A list of all the homes in the community is prepared. The columns are headed by years, and the spread of influence of the work is indicated by checking each year the new homes adopting the particular practice in question.

At a recent State conference, the California home demonstration agents reported that the use of this record blank was worth while from every standpoint, and that it had been especially helpful in procuring more accurate information for their annual reports. They are also confident that records of this nature will enable them to make their goal, "to reach more farm homes with more projects more thoroughly."

NOTE: Also see Department Circular 107 (revised Jan., 1924) "System of field and office records for county extension workers."

Farm homes:

Goals:

2483 in Imperial County.

County: to reach 285 farm homes
in 1923.

75 in McCabe Center.

Center: to reach 25 farm homes
in 1923.

Mrs. A. Lienan, Chairman or
project leader.

Date January 1, 1923.

(Chairman or project leader fill in as names are learned.)

Farm homes reached.	Living room.	Sleeping porch.	Kitchen.	Rugs.	(Etc.)	(Etc.)
1. Mrs.A	D		D			
2. Mrs.B	D	PA				
3. Mrs.C	PA			PA		
4. Mrs.D			PA	D		
5. Mrs.E		PA				
6. Mrs.F			PA			
7. Mrs.G	PA		D			
8. (Etc.)						
9. (Etc.)						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

D-- Demonstration
PA- Practice adopted.

Date reported November 15, 1923.

Original distribution to all
extension directors, supervisors
and county extension agents.